Memorandum

Date:

November 19, 2009

To:

Office of Inspections

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Border Division

File No.:

601.A04972

Subject:

RESPONSE TO FLEET MANAGEMENT EXCEPTIONS DOCUMENT

Attached is Oceanside Area's response to the Fleet Management Exceptions document.

The Area commander has closely reviewed the findings and recommendations contained within the final report and concurs with the evaluator's findings. As such, the commander has taken the necessary steps to implement the recommended procedures.

I concur with the commander's actions in this matter and am satisfied identified deficiencies are being properly addressed.

G. A. DOMINGUEZ, Chief

cc: Oceanside Area

Memorandum

Date:

November 4, 2009

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Oceanside Area

File No.:

650.12838.9484

Subject:

CORRECTIONS AND EXCEPTIONS – FLEET MANAGEMENT

Oceanside Area has reviewed the Fleet Management Inspection conducted by Sergeant R. Matthews, #10824. There were three areas of concern in the Inspector's Findings:

Finding 1 - Agree. There was no current tool inventory on file.

Area has updated the tool inventory. (See Attached.)

Finding 2 – Agree. Some spare tires were left unsecured for after-hours use.

Area has secured the spare tires and made a key available to supervisors and Officers-In-Charge.

Finding 3 – Agree. The quarterly count of parts, tires, accessories and supplies needs to be done.

Area has conducted the Quarterly Count and henceforth will make it a priority suspense item. (See attached.)

D. SCHRODER, Captain

Commander Oceanside Area

Attachments

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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Command: San Onofre I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
J. P. Marinez, #10302		09/09/2009

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspecti docume	on number. Under "Forw ent shall be utilized to doc	ard to:" enter the r ument innovative	
TYPE OF INSPECTION		Total hours expended	on the	Corrective Action Plan Included
☐ Division Level ☐ Command L	evel	inspection:		
☐ Executive Office Level				Attachments Included
Follow-up Required:	Forwa	rd to:		
☐ Yes ⊠ No Due D		ate:		
Chapter Inspection:				
Inspector's Comments Regard	dina Ir	novative Practices	•	
N/A	9			
Command Suggestions for St	atewio	de Improvement:		
N/A				
Inspector's Findings:			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
N/A				
Commander's Response:	Concu	ır or 🗌 Do Not Con	cur (Do Not Co	oncur shall document basis for response)
N/A				
Inspector's Comments: Shall a	iddress	non concurrence by c	ommander (e.g.	, findings revised, findings unchanged,

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: San Onofre LF	Division: Border	Chapter:6, FLEET MANAGEMENT	
J. P. Marinez, #10302		09/09/2009	

Required Action	
Corrective Action Plan/Timeline	

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	9/89/29
J. P. Marinez	INSPECTOR'S SIGNATURE	DATE 09/09/09
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVIEWER'S SIGNATURE	11/21/09

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
San Onofre I. F.	Border	651
EVALUATED BY	0 1	DATE
J. P. Marinez, #1030	02 APM	09/09/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Correction Report Yes No BY	COMMANDER'S REVIEW	Many	DATE 9/4/	2009
1. AREA ADMINISTRATION	09/09/2009	ACTION REQUIRED None	CORRECTED N/A	,
a. Is there a clear line of supervision and accountability for the	ne Area's fleet management?		✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□No
(a) Does he/she monitor invoices?			☐ Yes	✓ No
(2) Who is authorized to approve invoices? Invoices are	e approved and processed by	the Oceanside Area.		
b. What is the background experience of the Automotive Tecassigned to the facility.	chnician (AT)? N/A, San O	nofre I.F. does not have	an automotiv	e technicia
(1) Are sufficient instructions and training provided?		N/A	☐ Yes	□No
(2) Is he/she a qualified mechanic at journey person level	l?	TA CAT	Yes	□No
(3) Does he/she attend training on new model vehicles?			☐ Yes	□No
(4) Does the AT have good rapport with Area personnel a	and vendors?		☐Yes	□No
(5) Does the AT ensure vehicles are available at shift cha	ange?		☐ Yes	□No
(6) Does the AT periodically attend staff meetings?			☐Yes	□No
(7) Does the AT have ideas/suggestions for improving the	e program?		☐ Yes	□No
c. How much maintenance work is being done by the AT?				
(1) Is he/she qualified to perform maintenance and minor	repairs?	_/	☐Yes	□No
(a) If these duties are not being performed, why not?	<u> </u>			
d. What other duties or responsibilities are placed on the AT	?			
2. VEHICLE USE	EVALUATED 09/09/2009	ACTION REQUIRED None	CORRECTED N/A)
a. How many "E" Class vehicles are assigned to the Area? (1 33.50.037/90/30	Net (1977)	100

FLEET MANAGEMENT

	ELECTRICAL CAN PRODUCE AN ENGLISH AND AS ASSESSED.				
	(1) Is there an unmarked patrol vehicle assigned for the com	nmander?		✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the form	mula, what justification has	been made? N/A		
t	b. Are there procedures in place to ensure there are sufficient ve	ehicles available at the beg	inning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in order	to keep the vehicles on th	e road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment availa	able?		☐ Yes	✓ No
c	c. What is the justification for any vehicle kept at employees hon	nes after duty hours? Aft	er hours emergency res	ponse as est	tablished by
	HPM 31.1.				
C	d. Who does the commander allow to ride in vehicles? CHP em	nployees, the public as det	ermined by GO 100.42.	80	
	(1) Do supervisors use the CHP 428, Release and Waiver of	f Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of tim	e?		✓ Yes	□No
3. 5	SERVICE ARRANGEMENTS	EVALUATED 09/09/2009	ACTION REQUIRED None	CORRECTED N/A	D
а	a. What vendors are being used for servicing or repairing vehicle	es? Since the Oceanside	14500.000.000.000		tenance of the
	commanders vehicle, this section will be deferred to the audi	t conducted for the Ocean	side Area.		
	(1) Are they authorized dealers?		NIA	Yes	□No
	(2) What process was used in selecting a service vendor?				
	(3) What are the hourly rates being charged?				
	(a) Are discounts given on parts?			Yes	□No
-	(4) Has the command shopped for the most cost effective ve	ndors?		☐ Yes	□No
	(5) Does the Area constantly change vendors, or work out pr	oblems in order to maintai	n good		_
	long-term relationships?	2012 ST		Yes	□ No
	(6) Does the AT adhere to policy in HPM 11.2, Materials Mar			☐ Yes	□No
b	If vehicle availability has been a problem, has Area experiment	nted with weekend mainter	nance?	Yes	□No
	(1) What percentage of the fleet is needed on weekends?				
	(2) Are there shortages of vehicles on Mondays?			☐ Yes	□ No
	(3) If more than one AT, are their hours/days scheduled mos	t effectively?		☐ Yes	□No
	(a) Is overtime needed for maximum enforcement period	ds?		Yes	□No
C.	. Are provisions adequate to ensure regular washing of vehicles	s?		Yes	□No
	(1) How are interiors cleaned?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)	Is the Area's vehicle washing procedure practical and econ	omical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐ Yes	✓ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			Yes	✓ No
	(5)	Does the Area have a maintenance worker or janitor wash	cars?		Yes	✓ No
	(6)	Is there any other program that can be of assistance in was	shing cars?		Yes	☑ No
C	l. Ho	ow do officers report defective equipment? Defects are repo	rted to the on-duty super	visor and logged into the	e CHP 33 l	ook.
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	With the concurrence of	the supervisor a vehicle	will be pla	aced out of
		service and arrangements made with the Oceanside Area a	utomotive technician for	assessment and repair.		
		(a) Who determines when a vehicle is safe after repair or of	checking of defects? Oce	anside Area automotive	technician	
		(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? Oceanside Area retains the	nese files.			
		(e) Is there a system in place to check vehicles for defects	after high speed pursuits	s?	✓ Yes	□No
4. N	/IILE <i>A</i>	AGE MANAGEMENT	09/09/2009	ACTION REQUIRED None	CORRECTED N/A)
a	. Do	es Area have a system to ensure equitable mileage accumul	ation on all vehicles?	NIA	☐ Yes	□No
	(1)	Are vehicles run out in the same order they are received?		C	☐ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that	t vehicles are run out at r	egular intervals?	☐ Yes	□No
		(a) If not, can adjustments be made to accomplish this?			☐ Yes	□No
b	. Но	w are adjustments to mileage accomplished?				
	(1)	Do field supervisors and officers understand their responsib	oility in vehicle assignmer	nts?	Yes	□No
	(2)	Does the AT understand what is required?			Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pr	ogram?		☐ Yes	□No
		(a) If so, how does it effect mileage averaging?				
C	. Ho	w does the Area project run outs?				
		*				
			7			
	(1)	Is FOS provided 30-45 days advance notice?			☐ Yes	□No

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS	5?		
(3) Are the right equipment options completed?		☐Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	09/09/2009 ACT NO	ne CORRECTED N/A)
a. Is there adequate space and comfort in the AT office?	N/A	Yes	□No
(1) Is the office arranged neatly, and are all bulletins and ma	anuals current?	☐ Yes	□No
(2) Does the AT maintain a service and flat rate manual?		Yes	□No
b. Is the space for working on vehicles adequate?		☐Yes	□No
(1) Is it clean and organized?		☐Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Flee	et Operations Manual, Chapter 6	?	□No
(1) Is there an inventory?		☐Yes	□No
(a) When was it last checked?		☐Yes	□No
(2) Are the tools located where they can be easily accessed	by the AT when working on veh	icles?	□No
(a) Are they clean and properly maintained?		□Yes	□No
(b) Is there security for the tools when the AT is not pre	sent?	Yes	□No
(c) Who has access to the tools?		Yes	□No
d. Does the AT have the equipment necessary to perform all re-	quired tasks?	☐Yes	□No
(1) If not, has it been budgeted for and/or ordered?		Yes	□No
e. Is the equipment neat, clean and in good repair?		Yes	□No
(1) Have replacements been planned and budgeted for?		Yes	□No
f. Are there additional tools or items of equipment needed?		Yes	□No
(1) Could the AT be more effective if they were available?		☐ Yes	□No
(2) Can they and/or have they been requisitioned or request		Yes	□No
6. TIRES, PARTS AND SUPPLIES	09/09/2009 ACT	ne CORRECTED CORRECTED N/A)
a. Is the space provided for parts and supplies adequate?	N/A	☐Yes	□No
(1) If not, can more space be provided?	/	☐Yes	□No
(2) Is the space neatly and logically organized?		☐Yes	□No
(3) Is there adequate security?		☐Yes	□No
(4) Who has access to the parts/supplies?			
(5) Are batteries stored in a dry location, off the cement floor	?	☐Yes	□No
b. Are automotive parts and supplies inventoried and maintaine	d in Fleet Focus (FF) as require	d? ☐ Yes	□No

FLEET MANAGEMENT

	(a) Is self-service or full-service used? Self-serve.		
	fuel dispensing facility. Personnel utilize the Oceanside Area for fueling.		
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? San Once	ofre I.F. do	oes not have a
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☐Yes	✓ No
7. FI	JEL DISPENSING FACILITY EVALUATED ACTION REQUIRED None	CORRECTED N/A	
	(1) Who conducted the count?		
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	☐ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	☐ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	☐Yes	□No
	(3) Are the provisions of any tire or battery disposal contract being met?	☐ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	□No
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	□No
•••			
f.	How are old tires/batteries disposed of?		
.	(a) Is the disposition of used tires within policy?	Yes	□No
	(7) Are adequate records maintained for used tires?	Yes	□ No
	(6) Does it appear tires are being replaced prematurely?	Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	□ No
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	☐Yes	□No
	(a) How are tires stored?		
	(3) Are tires properly safeguarded from theft or misuse?	☐ Yes	□No
	(a) Are records reviewed by management?	☐ Yes	□No
	(2) Are proper guidelines in place for record keeping?	Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☐Yes	□No
е	Are adequate records maintained for tires, and are all tires accounted for?	Yes	□No
d	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	☐ Yes	□No
	(1) Are there obsolete parts on hand?	☐ Yes	□No
C	Are reasonable numbers of parts/supplies stocked?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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	(2) Is there a written policy, and is it complied with?	☐ Yes	□No
b	Is the fuel island clean and neat?	☐ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	□No
	(2) Are fuel, water and air hoses in good repair?	Yes	□No
-	(3) Is the break-away coupler installed?	☐ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
-	(5) Is there a clean oil storage rack?	☐ Yes	□No
-	(6) Is the lighting adequate?	☐ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	☐ Yes	□No
е.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank?		
	(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles?		
-			
	(1) Are records maintained as required?	☐Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?	70-70	
g.	Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h.	Is there a contract for fuel?	☐ Yes	□No
106	(1) How often is the fuel supply replenished?		
	(2) At what level is it refilled?		
i.	How does the Area secure the fuel pumps when they are not in use?		
	(1) Is the system adequate?	☐Yes	□No
	(2) Is it utilized by all personnel?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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8. S	AFETY	09/09/2009	ACTION REQUIRED None	N/A	
a.	Does the Area conduct an inspection of the facility twice each	year to detect safety ha	zards?	✓ Yes	□No
	(1) Are the AT's work areas inspected?	7	S/A	☐ Yes	□No
b.	Are there possible unsafe conditions within the AT's work are		_	☐Yes	□No
	(1) Is the shop floor clean and free of any spills?			☐ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?	/		☐ Yes	□No
	(3) Are fire extinguishers charged, inspected and of the prop	er type?		Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐Yes	□No
	(5) Are there loose items on the floor?			☐Yes	□No
	(6) Is the bench grinder firmly affixed, and are there safety g	lasses available?		☐ Yes	□No
	(a) Are they worn by the AT?			☐ Yes	□No
	(7) Is the battery charger in a safe place?			☐ Yes	□No
	(8) Are masks available for AT's to wear when servicing brak	kes?		☐ Yes	□No
	(a) If yes, are they worn?			☐ Yes	□No
	(9) Are jack stands properly utilized?	1		☐Yes	□No
C.	What is the Area occupational safety record as it relates to fle	et management? No in	juries recorded.		
	(1) Have any injuries been prevented with an improved safet	y awareness program?		☐Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	09/09/2009	None	N/A)
a.	Are fleet records logically filed?	N	IA	☐ Yes	□No
	(1) Are they conveniently located and available to the AT and	d supervisor?	,	☐ Yes	□No
	(2) Do files contain all required documents?	/		☐ Yes	□No
	(a) If documents are not in files, where are they located?	?			
b.	Do the Fleet Focus (FF) documents comply with the instruction	ons in HPM 31.1, Fleet O	perations Manual?	☐ Yes	□No
	(1) Are documents legible and complete?		\	☐ Yes	□No
	(2) Who reviews the FF reports?				
	(3) How is the information used in Area's fleet administration	?			
C.	Is the CHP 424 current?			☐ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or	duplicate services?	/	☐Yes	□No

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AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)	Have required services been done at the proper mileage?		NA	☐Yes	□No
d.	ls t	he Area using the most effective and economical method of r	epairing/maintaining the	fleet?	☐ Yes	□No
	(1)	Are hourly rates in line with prevailing rates?		/	☐ Yes	□No
	(2)	Does the AT refer to manuals for invoice cost information?			☐ Yes	□No
	(3)	Is work being done by vendors that should be done by the A	T?		☐ Yes	□No
	(4)	Are there any warranty problems?		1	☐Yes	□No
		(a) If so, are they being resolved?			Yes	□No
	(5)	Is the credit card being used in lieu of an invoice?			☐ Yes	□No
	(6)	Does the commander or his/her designee review and/or app	prove invoices?		☐Yes	□No
		(a) If so, is there a threshold limit, and how is the approval in	ndicated on the invoice?			
e.	Do	invoices indicate parts are being supplied by the CHP?			Yes	□No
	(1)	If parts are on invoices, does the vendor give a discount?			☐ Yes	□No
f.	Are	fleet operations bulletins maintained and accessible to the AT	Γ?	l	☐ Yes	□No
10.	CON	DITION OF THE FLEET	09/09/2009	None Action Required	CORRECTED N/A	
a.	Usiı	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	there any patterns or pro	blems identified?	☐ Yes	☑ No
	(1)	Have any unauthorized modifications been made on vehicle	s?		☐ Yes	✓ No
11.	МОТ	DRCYCLES	09/09/2009	None Action Required	CORRECTED N/A	
a.	Is th	ne Area commander involved and kept informed of motorcycle	e deployment, needs, pro	oblems, etc.? NA	☐ Yes	□No
	(1)	Are the program objectives clearly understood by the comma	inder and supervisors?		☐ Yes	□No
	(2)	Does the Area have an up-to-date SOP relating to motorcycle	le operations?		☐ Yes	□No
b.	Are	motorcycles being deployed in conformance with departmen	tal policy and Fleet Oper	ations Bulletins?	☐ Yes	□No
	(1)	Are motorcycles being used on beats with predominantly hig	h speed problems?		☐ Yes	□No
	(2)	Are motorcycles used for special duty officer transportation?			☐Yes	□No
	(3)	Are motorcycles parked at the Area office during vacations a	and extended days off?		☐ Yes	□No
C.	Are	Fleet Operations Bulletins pertaining to motorcycles filed toge	ether?		☐ Yes	□No
	(1)	What system is in place to verify understanding and complia	nce?			
	(2)	Are Bulletins discussed with riders?			☐ Yes	□No
d.	Wha	at type of active safety program does the Area have?				
			1100			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐Yes	□No
	(3)	What is the Area's safety record?		
1.				
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	□No
72		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
e.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐Yes	□No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls ti	nere adequate space to park and/or store motorcycles?	Yes	□No
	(1)	Is safety compromised?	☐Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
		(a) Has it been inspected and approved?	☐Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐Yes	□No
		Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	7, 5	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No
			1 	va —teotevali

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP	453F	(Rev. 6-06) OPI 009			
	(5)	Is there security and an accurate inventory kept?	I/A	☐ Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?	(
	(1)	Is it satisfactory and cost effective?		☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?		☐ Yes	□No
	(3)	How is repair work verified?			
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?		Yes	□No
		(a) Is a supervisor's permission required?		Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?		☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?			
	(6)	Does the Area have a motorcycle trailer?		Yes	□No
		(a) How often is it used?			
		(b) If one is not available, has Area budgeted for one?		☐ Yes	□No
j.	Are	vehicle files logically kept and up-to-date?		☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive mainter ance ch	arges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?		☐ Yes	□No
	(3)	Is service up-do-date?		☐Yes	□No
k.	Are Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the nthly Motorcycle Inspection List, completed as required?	CHP 184,	☐ Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?		☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?		☐ Yes	□No
l.	Utiliz	ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management,	as guides, do the		

The San Onofre Inspection Facility (I. F.) has one vehicle (the Commander's vehicle) assigned to the facility. This vehicle is serviced and maintained by the Oceanside Area automotive technician. Additionally, the San Onofre I. F. is normally provided with three loaner black/ white patrol vehicles from the Oceanside Area. However, routine maintenance, inspections, and approval of invoices are completed by the Oceanside Area command. The San Onofre I. F. does not receive invoices for repairs or services for the commander's vehicle since Oceanside Area initiates services and repairs thru their vendors.

☐ No

Yes

Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EX(CEPT	TIONS	DOCU	MENT

⊃age	1	of	2
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Command:	Division:	Chapter:
Blythe	Border	Ch. 6, HPG 22.1
Inspected by:		Date:
Sgt. David Nunez		09/29/2009

				MANUAL MANUAL MANUAL PROPERTY OF THE PROPERTY
INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection documents	on number. Under "Forw ent shall be utilized to doc	ard to:" enter the nex cument innovative pra	Il in the blanks as indicated. Enter the chapter of the command where the document actices, suggestions for statewide acticed if additional space is required.
TYPE OF INSPECTION Division Level Command L Executive Office Level	₋evel	Total hours expended inspection: 3 hours	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to: Border Division		
☐ Yes	Due D	ate: 10/15/2009		
Chapter Inspection:				
Inspector's Comments Regar	ding Ir	novative Practices	S:	
Command Suggestions for S	tatewio	de Improvement:		
Inspector's Findings: The Blythe Area fleet was four	nd to h	e well maintained	The AT is very	experienced and is well informed
on the entire workings of the fl has to its full potential. The A Facilities personnel happen to	eet. F T's hoi be at nd they ime. T nder is	lis work space is we st was found to be the Area inspecting determined that it here is good working kept apprised of a	ell organized ar inoperable at the g the fuel pumper needed replace ng relationship Il fleet issues.	nd he uses the limited space he ne time of the inspection. s on the same day. They were ement. A new hoist was ordered with the AT and the fleet Overall, the Area fleet
Commander's Response:	Concu	ır or 🗌 Do Not Cor	ncur (Do Not Cond	cur shall document basis for response)
				
Inspector's Comments: Shall etc.)	address	non concurrence by c	commander (e.g., f	indings revised, findings unchanged,

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Blythe	Border	Ch. 6, HPG 22.1
Inspected by: Sgt. David I	Nunez	Date: 09/29/2009

Required Action	
Required Action	
Corrective Action Plan/Timeline	

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	m. Kinkly	10/9/09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	DATE
,	Van	10/9/07
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATÉ
employee Concur Do not concur	7///	10 29 oc

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
660	Border	660-01-09
EVALUATED BY		DATE
Sgt. D. Nunez, #12270		09/29/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation				SUSPENSE DATE	SUSPENSE DATE			
FOLLO	w-up RE	QUIRED No	☐ Correction Report	COMMANDER'S REVIE	20/15/09 W	DATE 10/	19/09	
1. AI	REA A	DMINISTRAT	TION	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED)	
a.	Is the	ere a clear line	e of supervision and accountability for	r the Area's fleet managem	nent?	✓ Yes	□No	
	(1) I	Is the Area co	mmander involved and informed?			✓ Yes	□No	
	((a) Does he/s	she monitor invoices?			✓ Yes	□No	
	(2) \	Who is author	rized to approve invoices? The Area	a Lieutenant is the only on	e authorized to approve in	voices.		
b.			round experience of the Automotive Tocation since 2003.	echnician (AT)? The AT	is a certified Ford mechan	nic since 1994.	He has been	
		×	instructions and training provided?			✓ Yes	□No	
			ualified mechanic at journey person le	vel?		✓ Yes	□No	
			attend training on new model vehicles			✓ Yes	□No	
	(4) [Does the AT h	nave good rapport with Area personne	el and vendors?		✓ Yes	□No	
	(5) [Does the AT e	ensure vehicles are available at shift of	change?		✓ Yes	□No	
	(6)	Does the AT p	periodically attend staff meetings?			☐ Yes	✓ No	
	(7)	Does the AT h	nave ideas/suggestions for improving	the program?		✓ Yes	□No	
C.	How	How much maintenance work is being done by the AT? The AT performs all work that can be done with the tools/equipment availab						
	at Aı	rea, with exce	eption of warranty work.					
	(1) I	s he/she qual	lified to perform maintenance and mir	nor repairs?		✓ Yes	□No	
	((a) If these d	uties are not being performed, why n	ot?				
d.	What	t other duties	or responsibilities are placed on the A	AT? The AT's duties are	limited to fleet operations.			
2. VE	HICLI	E USE		EVALUATED Yes	ACTION REQUIRED	CORRECTE	D	
a.	How	many "E" Cla	ss vehicles are assigned to the Area	? Area has 11 "E" class ve	ehicles in addition to the co	mmanders' vel	hicle.	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

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	(1)	Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□ No
	(2)	If the number of vehicles assigned is in excess of the formula, what justification has been made? No, A	rea is in com	oliance.
	Δτο	e there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	✓ Yes	∏No
υ,		Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	√ Yes	No
~~~ ~~		(a) Is there a supply of tools and minor equipment available?	✓ Yes	□No
C.	Wh	nat is the justification for any vehicle kept at employees homes after duty hours? There are no vehicles are		oyees hom
d.	Wh	no does the commander allow to ride in vehicles? Applicants and allied agencies with justification.		
amening Park	(1)	Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
S	ERVI	ICE ARRANGEMENTS EVALUATED ACTION REQUIRED Yes No	CORRECTE	D
	Wh	nat vendors are being used for servicing or repairing vehicles? Area utilizes the local Ford dealership, La	rry Green For	d.
٠.				
	(1)	Are they authorized dealers?	✓ Yes	□No
		Are they authorized dealers? What process was used in selecting a service vendor? Closest dealership and Area has an established		
	(2)	What process was used in selecting a service vendor? Closest dealership and Area has an established		
	(2)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work.		
	(2)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts?	relationship v	vith vendo
	(2)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors?	relationship v	vith vendo
	(3)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good	relationship v ☐ Yes ☑ Yes	vith vendo ☑ No ☐ No
	(2) (3) (4) (5)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	relationship v ☐ Yes ☑ Yes ☐ Yes	vith vendo ☑ No □ No ☑ No
	(2) (3) (4) (5)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? Wehicle availability has been a problem, has Area experimented with weekend maintenance?	relationship v ☐ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes	vith vendo ☑ No □ No ☑ No □ No
	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? What percentage of the fleet is needed on weekends? 70% or the fleet.	relationship v ☐ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes	vith vendo ☑ No □ No ☑ No □ No
	(2) (3) (4) (5) (6) If v	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? What percentage of the fleet is needed on weekends? 70% or the fleet. Are there shortages of vehicles on Mondays?	relationship v ☐ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	vith vendo ☑ No ☑ No ☑ No ☑ No ☑ No
	(2) (3) (4) (5) (6) (7) (1) (2)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? vehicle availability has been a problem, has Area experimented with weekend maintenance? What percentage of the fleet is needed on weekends? 70% or the fleet. Are there shortages of vehicles on Mondays?	relationship v ☐ Yes	vith vendo ✓ No ✓ No ✓ No ✓ No ✓ No
b.	(2) (3) (4) (5) (6) If v (1) (2) (3)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? What percentage of the fleet is needed on weekends? 70% or the fleet. Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most effectively?	relationship v ☐ Yes	vith vendo ✓ No ✓ No ✓ No ✓ No ✓ No ✓ No
b.	(2) (3) (4) (5) (6) If v (1) (2) (3)	What process was used in selecting a service vendor? Closest dealership and Area has an established and vendor provides quality work. What are the hourly rates being charged? \$80.00 per hour (a) Are discounts given on parts? Has the command shopped for the most cost effective vendors? Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? What percentage of the fleet is needed on weekends? 70% or the fleet. Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods?	relationship v	vith vendo

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F ((Rev. 6-06) OPI 009
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/FIF 4	1001	(IVEV.	0-00) OI 1 000				
····	(2)	Is th	ne Area's vehicle washing procedure practical and econor	mical?			□No
,,		(a)	Is excessive officer time used to wash vehicles?			Yes	☑No
	(3)	Is th	nere more than one car wash facility available?			Yes	□No
	(4)	Are	vehicles being excessively washed or detailed?	1401177194		☐ Yes	☑ No
	(5)	Doe	es the Area have a maintenance worker or janitor wash ca	ars?		☐Yes	☑No
	(6)	Is th	nere any other program that can be of assistance in wash	ning cars?		Yes	✓ No
d.	Hov	w do	officers report defective equipment? A "defective vchi-	cle" sheet is made	available to officers for	reporting equip	ment that
	req	uires	s maintenance or repairs.				
	(1)	Who	o is authorized to declare a vehicle unsafe for patrol? T	he driver of a veh	icle, a supervisor or the	AT can deem a	vehicle
	***	uns	safe.				
		(a)	Who determines when a vehicle is safe after repair or ch	necking of defects	The AT determines wh	en the vehicle s	afe to drive.
		(b)	Does he/she sign off the report form and indicate what h	nas been done?	ACC - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 -	✓ Yes	□No
		(c)	Is this system effective?	V		✓ Yes	□No
	a	(d)	How long are records kept? The AT has records for 5 y	years plus.			W. Change of the Control of the Cont
.,		(e)	Is there a system in place to check vehicles for defects a	after high speed po	ursuits?	✓ Yes	□No
. MI	LEA	GE N	MANAGEMENT	EVALUATED Yes	ACTION REQUIRED	CORRECTED)
a.	Doe	es Ar	rea have a system to ensure equitable mileage accumula			✓ Yes	□No
			vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	ls th	nere an appropriate spread of odometer readings so that	vehicles are run o	ut at regular intervals?	✓ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Ηον	w are	adjustments to mileage accomplished? There are mon	nthly review of mi	eage reports to make ad	justments. Veh	icles board is
			red from lowest to highest mileage vehicles and assigned				
			field supervisors and officers understand their responsibl		nments?	✓ Yes	□ No
	(2)	·	es the AT understand what is required?	ALLE AND		✓ Yes	□No
	(3)	Doe	es the Area have a "personalized vehicle assignment" pro	ogram?		✓ Yes	□No
		(a)	If so, how does it effect mileage averaging? Vehicle n	mileage is monitor	ed by the AT and the fle	et supervisor. \	/ehicles
			needing miles are identified and adjusted on the vehicl			A THE STATE OF THE	
		w doe	es the Area project run outs? When vehicle reaches 95,	,000 miles or 30 to	45 days prior to 100,00	0 miles they are	e projected.
С.	Ηον						
C.	Hov						
С.	Hov						
С.			OS provided 30-45 days advance notice?			✓ Yes	□No

FLEET MANAGEMENT

	(What has been the condition of vehicles return	ed to FOS?	Jebicles are in o	neratio	nal ready condition.	A CANADA MARIAN	A A A A A A A A A A A A A A A A A A A
*************		2) What had been the container of Femilies (see)			, po, a, 10,	Today vonation.		
	·····	3) Are the right equipment options completed?					✓ Yes	
5 <i>I</i>		FOMOTIVE WORK AREA/EQUIPMENT		EVALUATED		ACTION REQUIRED	CORRECTED	LLLAND WAR TO THE TOTAL TO THE TOTAL
				Yes		No	✓ Yes	□No
a		is there adequate space and comfort in the AT office				Market Market State of the Stat		
***************************************		Is the office arranged neatly, and are all bulleti		is current?			✓ Yes	□ No
		Does the AT maintain a service and flat rate m	anual?		· ···		✓ Yes	□ No
d b		s the space for working on vehicles adequate?			~		✓ Yes	□No
· · · · · · · · · · · · · · · · · · ·		1) Is it clean and organized?	v-,				✓ Yes	□ No
С		Does the AT have the supply of tools listed in HPM	31.1, Fleet Op	perations Manua	ıl, Chap	ter 6?	✓ Yes	□ No
	(1) Is there an inventory?					✓ Yes	□ No
		(a) When was it last checked?	····				✓ Yes	□ No
	(2	2) Are the tools located where they can be easily	accessed by t	he AT when wo	rking on	vehicles?	✓ Yes	□ No
		(a) Are they clean and properly maintained?					✓ Yes	□ No
		(b) Is there security for the tools when the AT	is not present	?		***************************************	✓ Yes	□No
		(c) Who has access to the tools?				S 10-14	✓ Yes	□ No
d	. С	Does the AT have the equipment necessary to perf	form all require	ed tasks?			Yes	☑ No
	(*	1) If not, has it been budgeted for and/or ordered	?				✓ Yes	□No
е	. 1	s the equipment neat, clean and in good repair?					✓ Yes	□No
	('	1) Have replacements been planned and budgete	ed for?				✓ Yes	□No
f.	Α	are there additional tools or items of equipment nee	eded?				☐ Yes	☑ No
	('	1) Could the AT be more effective if they were av	ailable?				☐Yes	□No
	(2	2) Can they and/or have they been requisitioned	or requested?				☐ Yes	□No
6. T	IRE	ES, PARTS AND SUPPLIES		EVALUATED Yes		ACTION REQUIRED NO	CORRECTED	,
—— а	. 19	s the space provided for parts and supplies adequ	ate?			100 TO 10	☐ Yes	√ No
	('	If not, can more space be provided?			~···	A CONTRACTOR OF THE CONTRACTOR	☐ Yes	☑ No
	(2	Is the space neatly and logically organized?						□No
	(3	3) Is there adequate security?					✓ Yes	□No
		4) Who has access to the parts/supplies? The /	AT and the fle	et supervisor ha	ve acces	s to parts and suppli	es.	
	(5	5) Are batteries stored in a dry location, off the ce	ement floor?	V-19 2 1979 V 2 2		erenebali kelejey peping i manamatana dan bida 1944 kwa 1970 m	✓ Yes	□ No
b	·	Are automotive parts and supplies inventoried and		Fleet Focus (FF) as req	uired?	✓ Yes	□No
~	•	,		,				

FLEET MANAGEMENT

¢.	Are	reasonable numbers of parts/supplies stocked?			✓ Yes	□No
	(1)	Are there obsolete parts on hand?			☐ Yes	☑ No
d.	Do	es Area stock parts/supplies purchased by the Department, a	nd provide them to the ve	endor for installation?	✓ Yes	□No
е.	Are	adequate records maintained for tires, and are all tires accou	unted for?		✓ Yes	□No
	(1)	Are tire requests properly documented and ordered through Business Services Section?	the Purchasing Services	Unit of	✓ Yes	□No
	(2)	Are proper guidelines in place for record keeping?	and the second s		✓ Yes	□No
		(a) Are records reviewed by management?			✓ Yes	□No
	(3)	Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
		(a) How are tires stored? Tires are stored in a locked wa	ash bay. Tires for emerg	ency use are stored in t	he auto bay	y and are
	-,	chained and locked.	// 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
	(4)	Is access to the tires restricted to the AT and his/her assista	nt or backup?		✓ Yes	□No
	(5)	Does Area provide motorcycle vendors with a stock of tires?			☐Yes	☑ No
.,,	(6)	Does it appear tires are being replaced prematurely?			☐ Yes	☑ No
	(7)	Are adequate records maintained for used tires?			✓ Yes	□No
		(a) Is the disposition of used tires within policy?			✓ Yes	□No
f,	How	v are old tires/batteries disposed of? According to set guid	elines in HPM 31.1			
	(1)	Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (0	CHP 265) sent to prospe	ctive bidders?	✓ Yes	□No
	(2)	Are either tires or batteries being traded to offset installation	costs?		Yes	☑ No
	(3)	Are the provisions of any tire or battery disposal contract be	ing met?		✓ Yes	□No
g.	Are	Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□ No
	(1)	Are all containers (other that the original) containing hazardo	ous materials properly m	arked?	✓ Yes	□No
h,	Has	s the quarterly count of parts, tires, accessories and supplies	been conducted?		✓ Yes	□No
	(1)	Who conducted the count? The AT.				
	A.II.A.A.A.II.		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
. FL	JEL (DISPENSING FACILITY	evaluated Yes	ACTION REQUIRED NO	CORRECTE	D
a.		rmally, is all fuel used by departmental personnel dispensed t nmand location?	hrough the fuel facility at	the	☑ Yes	□No
	(1)	What procedures have been established for purchasing fuel	from service stations in	emergencies? The V	oyager Car	d is used for
		purchasing fuel from service stations. Personnel are briefer	d to use low octane fuel	only.		
		(a) Is self-service or full-service used? Self-service.				

FLEET MANAGEMENT

UMP	453F (Rev. 6-06) OF1 003		
	(2) Is there a written policy, and is it complied with?	Yes	□ No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	Yes	□ No
c.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Each driver fuels their own vehilces.	Administrative (1999)	h
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
ę.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
·	(2) Who has access to the keys to lock the meters and the storage tank? The AT and fleet supervisor.		
		***************************************	×121.00
	(3) Is gasoline measured before and after deliveries?	☑ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? The use of a daily log sheet is available at	the fuel isl	and.
			abd 4%sb/////
	(1) Are records maintained as required?	✓ Yes	□ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? The AT checks the amounts reflected	d on the pu	ımps against
	the individual entries.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	Yes	□No
	(1) When was the pump meter last checked for accuracy? July 23, 2009.		
h.	Is there a contract for fuel?	✓ Yes	□ No
	(1) How often is the fuel supply replenished? Approximately every 6 to 8 weeks.		
	(2) At what level is it refilled? At 2,100 gallons.	**************************************	
i,	How does the Area secure the fuel pumps when they are not in use? The pumps have locks and are behind a loc	cked gate.	
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

FLEET MANAGEMENT

8.	SAFETY	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED	
	a. Does the Area conduct an inspection of the facility twice eac			✓ Yes	□No
	(1) Are the AT's work areas inspected?	er all skil i riigi m p ee ee ee maaraan maa maa da mila Viridad Vidalii iliisii ilii	The state of the s	✓ Yes	□No
	b. Are there possible unsafe conditions within the AT's work are	eas?		Yes	☑ No
	(1) Is the shop floor clean and free of any spills?		4.4	✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the pro	per type?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?	ALI 2000/41/2		☐Yes	☑ No
*	(5) Are there loose items on the floor?	k d at 1/1/2 d 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 - 1/2 -		☐ Yes	✓No
************	(6) Is the bench grinder firmly affixed, and are there safety (glasses available?		Yes	□No
	(a) Are they worn by the AT?		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		□ No
*	(7) Is the battery charger in a safe place?	Manager Manage	A LANGE CONTRACTOR OF THE PARTY	✓ Yes	□ No
	(8) Are masks available for AT's to wear when servicing bra	ikes?		✓ Yes	□No
	(a) If yes, are they worn?			☐Yes	✓No
	(9) Are jack stands properly utilized?			✓ Yes	□No
	c. What is the Area occupational safety record as it relates to fl	eet management?	Excellent.		
Participation of the Control of the					
	(1) Have any injuries been prevented with an improved safe			✓ Yes	□ No
9.	VEHICLE RECORDS AND MAINTENANCE	Yes	ACTION REQUIRED NO	CORRECTEL	
	a. Are fleet records logically filed?			✓ Yes	□No
*******	(1) Are they conveniently located and available to the AT ar	nd supervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located	d?			
			A CONTRACTOR OF THE CONTRACTOR		

	b. Do the Fleet Focus (FF) documents comply with the instruction	ions in HPM 31.1, Fl	eet Operations Manual?	✓ Yes	□ No
	(1) Are documents legible and complete?	, , , , , , , , , , , , , , , , , , ,		☑ Yes	□ No
	(2) Who reviews the FF reports? AT				
	(3) How is the information used in Area's fleet administratio	n? Used to help pro	oject run outs, track fuel usa	ge, parts inven	tories and
	maintenance.				
	c. Is the CHP 424 current?	1,000		✓ Yes	□ No
	(1) Does the CHP 424 reveal any unusual repair patterns o	r duplicate services?		☐ Yes	☑ No
·				.,	

FLEET MANAGEMENT

(2) Have required services been done at the proper mileas	ge?	ACTION PROGRAMMENT APPLICATION OF THE PROGRAMMENT APPLICATION	✓ Yes	□No	
d. Is the Area using the most effective and economical metho	d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?				
(1) Are hourly rates in line with prevailing rates?	Yes	□No			
(2) Does the AT refer to manuals for invoice cost informati	✓ Yes	□No			
(3) Is work being done by vendors that should be done by	the AT?		✓ Yes	□No	
(4) Are there any warranty problems?			☐ Yes	✓ No	
(a) If so, are they being resolved?		AND	☐ Yes	□No	
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No	
(6) Does the commander or his/her designee review and/o	or approve invoices?		✓ Yes	□No	
(a) If so, is there a threshold limit, and how is the appro	oval indicated on the ir	voice? The commander re	views all invo	ices and	
signs them to indicate approval.	AND THE RESIDENCE OF STREET AND THE		- Amerika bana kadilada ara kada disebah P. A. S. P. S	44.4447.44.44.44.44.44.44.44.44.44.44.44	
e. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No	
(1) If parts are on invoices, does the vendor give a discour	nt?		☐Yes	☑No	
f. Are fleet operations bulletins maintained and accessible to t	he AT?		✓ Yes	□No	
10. CONDITION OF THE FLEET	evaluated Yes	ACTION REQUIRED NO	CORRECTE)	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide,	, are there any pattern	s or problems identified?	☐Yes	☑No	
(1) Have any unauthorized modifications been made on ve	ehicles?		☐Yes	 ✓No	
11. MOTORCYCLES	EVALUATED No	ACTION REQUIRED	CORRECTE)	
a. Is the Area commander involved and kept informed of motor	prcycle deployment, ne	eds, problems, etc.?	☐ Yes	□No	
(1) Are the program objectives clearly understood by the co	ommander and supervi	sors?	☐ Yes	□No	
(2) Does the Area have an up-to-date SOP relating to moto	orcycle operations?		☐ Yes	□No	
b. Are motorcycles being deployed in conformance with depar	tmental policy and Fle	et Operations Bulletins?	☐ Yes	□No	
(1) Are motorcycles being used on beats with predominant	tly high speed problem	s?	☐ Yes	□No	
(2) Are motorcycles used for special duty officer transporta	ation?		☐Yes	□No	
(3) Are motorcycles parked at the Area office during vacati	ions and extended day	s off?	☐Yes	□No	
c. Are Fleet Operations Bulletins pertaining to motorcycles file	d together?		☐ Yes	□No	
(1) What system is in place to verify understanding and co	mpliance?		***************************************	,	
			P(#W-546	
(2) Are Bulletins discussed with riders?			☐ Yes	□No	
d. What type of active safety program does the Area have?				AND THE PROPERTY OF THE THE PROPERTY OF THE PR	

FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
F-1-14 FF-1-14-1	(2)	Is there a sufficient number of CMTOs?	Yes	□No
	(3)	What is the Area's safety record?	VI I I I I I I I I I I I I I I I I I I	
				/ Littleman a Locaritation had deviluate a fact to right of a facilities of a facilities and a facilities of a
		(a) How does it compare with Division and statewide rates?	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
E	. Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g	. Is t	here adequate space to park and/or store motorcycles?	☐Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
<u></u>	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
v		(b) Are records of the approval on file?	Yes	□No
h		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
~~~	(3)	Are spare tires available?	☐ Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

	(5)	Is there security and an accurate inventory kept?	☐Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
m	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	□Yes	□No
4.04.001003		(a) Is a supervisor's permission required?	☐Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	□Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐Yes	□No
,		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	□No
j.	Аге	vehicle files logically kept and up-to-date?	☐Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No
	(3)	Is service up-do-date?	□Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, athly Motorcycle Inspection List, completed as required?	☐Yes	□No
enany vanore w	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
l.		ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No

### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SECTIONS	COMMENTS
3, a, 5	Area does not constantly change vendors and has a good working relationship with vendors.
3, b, 3	Area has only one AT
i, c, I, a	The last inventory was performed in September 2009
, c, 2, c	The AT and fleet supervisor have access to the tools.
, d	The Area hoist is inoperable. Facilities has ordered a new one to be installed.
, a	The space provided is at capacity. Area converted wash bay as tire storage to assist with storage.
, a, 5	There are no batteries stored at Area.
, b, 8, a	The AT does not wear a mask when servicing brakes.
), d, 3	Some work is being done by outside vendors due to the Area hoist being currently B.O.
, 4, 0	come work is coming unit of containing and containi
NE MANIGO E LA TRA PRINCIPA DE LOS PORTOS DE PROPERTOS ESPARANTOS DE LOS ESPANAS ESPANAS ESPANAS ESPANAS ESPANA	
,	
	·

STATE OF CALIFORNIA			-4				
	FORNIA HIGHWAY PATROL						
VEHICLE INS	PECTION CHECK	KLIST		AREA	LOCATION CODE		
CHP 33E (Rev. 9-0	5) OPI 074			Blythe			660
DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE		MODEL	
9/29/2009	1288916	002,707	2009	Ford		Crown Victoria	
	UNDER HOOD (Che			TRUN	K (Che	ck if satisfactory)	
☐ General cleanlin	ess	Water level in windsl     windsl	hield washer	General cleanliness	***************		s, safety cones
Battery water lev		□ Drive belts		Condition of tire chains		⊠ Plastic	
Coolant level in	recovery tank	Radiator hoses					nd lug wrench
Engine oil level	Tuid laval	Excessive bug depo	sits in radiator	Prybar		The state of the s	leaner/towels
				<ul><li>             ⊠ Contents of first aid kit         </li><li>             ⊠ Fire extinguisher         </li></ul>		⊠ Trunk F	Pack or wooden box
Brake fluid level	id level	Other discrepancies		Spare tire condition		⊠ Vvater j ⊠ Animal	
Battery cables a	nd hold down	Other discrepancies		☐ Trunk light			tire mounting
Z Battery capies a	INTERIOR (Check	if satisfactory)			OR (C	heck if satisfactory	
☐ General cleanlin		Upholstery		General cleanliness		⊠ Turn si	
CHP 33 book		□ Door panels     □		Condition of paint			
Credit card		Seat belts		□ Decals			
⊠ Glove compartm	ent content, maps, etc.			Evidence of damage		⊠ Siren/P	A operation
Gun locks		Condition of pedals		Windows			umper and pads
		Window operation					on of air deflector
Map and dome li	ght	Door lock operation		☐ Taillights     ☐		⊠ Brake I	
				⊠ Spotlights			ency lights/wig wag
	TEST DRIVE (Chec	k if antinfactows		TIRES			ion and visibility) neck if satisfactory)
Starting	TEST DRIVE (CITEC	Horn		Tread Depth Air Pre	eeura	Susper	
General handling	qualities	☐ Engine response		L/F /32	PSI	Compo	
☐ Body tightness	, 1	☐ A/C Heater		R/F /32	PSI	□Wheel	33.503.43.50
Shifting of transn	nission	Park brake operation	1	R/R /32	PSI	Alignme	ent
Brakes		Power seat operation		L/R /32	PSI		
Engine idle		Operation of all mirro	ors	Spare /32	PSI		
Steering vibration	n	Speedometer operat	ion	☐ Matched brand			
COMMENTS	- 2000 S						
Vehicle in good c	ondition.						
RECOMMENDATIONS							
The Comment of the Co							
·		-10	Tararra				Toute
INSPECTED BY			SIGNATURE	-1.	,		DATE
m. KIR	CHHOK		900.	Thinks	-		9/29/09

STATE OF CALIFORN				2 V			
	SPECTION CHECK	(LIST		AREA			LOCATION CODE
CHP 33E (Rev. 9		(LIST		Blythe			660
DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE		MODEL	
		977798 WWW.		Trener on		Crown Victoria	
9/29/2009	1248144	054,668	2007	Ford	TOUNK (Ch		
☐ General clean!	UNDER HOOD (Che	© Water level in windsl	aiold washer	General cleanlir	Control of the Contro	eck if satisfactory)	es, safety cones
The state of the s	level/test indicator eye	Drive belts	lielu washei	Condition of tire		⊠ Plasti	
Coolant level in		□ Radiator hoses				A STATE OF THE PARTY OF THE PAR	and lug wrench
Engine oil leve		Excessive bug depos	sits in radiator	⊠ Prybar			cleaner/towels
Power steering		Air filter element		Contents of first	aid kit		Pack or wooden be
⊠ Transmission f	fluid level	Under hood light				Water	
Brake fluid leve		Other discrepancies		Spare tire condi	tion	Anima	
Battery cables				☐ Trunk light			tire mounting
7.0	INTERIOR (Check			Ma 11 "	The second secon	heck if satisfactor	
⊠ General cleanl ☑ CHP 33 book	iness	Upholstery     Door panels		General cleanlir     Condition of pai		⊠ Turn s ⊠ Wiper	177
Credit card		Seat belts		Decals		⊠ Wiper ⊠ Mirror	
POSE SECURIO	ment content, maps, etc.	Glass		Evidence of dar	nage		PA operation
Gun locks	anoni comon, mapo, etc.	Condition of pedals		⊠ Windows			bumper and pads
				Headlamps			tion of air deflector
Map and dome	e light	Door lock operation				□ Brake	
				Spotlights			gency lights/wig wa
							ation and visibility)
7 04 - #	TEST DRIVE (Chec			TIRE	AT SECULO THE SECULO	Suspension	heck if satisfactor
☐ Starting ☐ General handli	ing gualities	☐ Horn ☐ Engine response		Tread Depth L/F /32	Air Pressure PSI	ARCHOVE, AN	onents
Body tightness		A/C Heater		R/F /32	PSI	□Whee	
Shifting of trans		Park brake operation	r.	R/R /32	PSI	Alignr	
Brakes		Power seat operation		L/R /32	PSI		
Engine idle		Operation of all mirro	ors	Spare /32	PSI		
Steering vibrati	ion	☐ Speedometer operat	ion	☐ Matched brand			
COMMENTS							
Vehicle in fair o							
Minor scuff on	paint						
carpet worn.							
RECOMMENDATIONS							

AREA MANAGEME	
DEPARTMENT OF CALIFORNIA HIC	GHWAY PATROL
STATE OF CALIFORNIA	,

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Otay Mesa I. F.	Border	646
EVALUATED BY	DATE	
G. Brents	8/27/2009	

TRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation	Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED  Yes No	☐ Correction Report	COMMANDER'S REVIEW	Mary	DATE  9/3/  CORRECTED	)9
1. AREA ADMINISTRATION		8/27/2009	ACTION REQUIRED None	N/A	
a. Is there a clear line of su	pervision and accountability for the	Area's fleet management	?	✓ Yes	□No
(1) Is the Area comman	nder involved and informed?			⊮ Yes	□No
(a) Does he/she m	onitor invoices?			Yes	₩ No
(2) Who is authorized to	o approve invoices? Invoices are a	approved and processed b	y the San Diego Area.		
b. What is the background	experience of the Automotive Techr	nician (AT)? N/A, Otay	Mesa I.F. does not have	an automotiv	e technician
assigned to the facility.					
(1) Are sufficient instruc	ctions and training provided?	N/,	4	☐Yes	□No
(2) Is he/she a qualified	I mechanic at journey person level?		7	☐Yes	□No
(3) Does he/she attend	training on new model vehicles?			☐ Yes	□No
(4) Does the AT have g	ood rapport with Area personnel and	d vendors?		Yes	□No
(5) Does the AT ensure	vehicles are available at shift chang	ge?		☐ Yes	□No
(6) Does the AT period	ically attend staff meetings?			☐Yes	□No
(7) Does the AT have in	deas/suggestions for improving the p	program?		☐Yes	□No
c. How much maintenance	work is being done by the AT?				
(1) Is he/she qualified to	perform maintenance and minor re	epairs?	\	Yes	□No
(a) If these duties a	are not being performed, why not?				
d. What other duties or res	ponsibilities are placed on the AT?				
2 VEHICLE USE		EVALUATED 8/27/2009	ACTION REQUIRED None	CORRECTEI N/A	5
	nicles are assigned to the Area? (2)				
a. How many a blade vol					

### FLEET MANAGEMENT

(1) Is there an unmarked patrol vehicle assigned for the	commander?		✓ Yes	□ No
(2) If the number of vehicles assigned is in excess of the	formula, what justification has b	een made? N/A		
b. Are there procedures in place to ensure there are sufficient	nt vehicles available at the begin	ning of each shift?	✓ Yes	□No
(1) Are officers allowed to perform minor corrections in o	rder to keep the vehicles on the	road?	✓ Yes	□No
(a) Is there a supply of tools and minor equipment available?			Yes	☑ No
c. What is the justification for any vehicle kept at employees	homes after duty hours? After	hours emergency res	ponse as esta	ablished b
HPM 31.1.			AAAAAAAAA	
d. Who does the commander allow to ride in vehicles? CH	employees, the public as determ	mined by GO 100.42.		
(1) Do supervisors use the CHP 428, Release and Waive	er of Liability?		✓ Yes	□No
(a) Is the CHP 428 kept for the appropriate period of	f time?		✓ Yes	□No
SERVICE ARRANGEMENTS		action required None	CORRECTED N/A	•
What vendors are being used for servicing or repairing ve		performs all repairs a	nd maintena	nce of the
facility's vehicles this section will be deferred to the audi				
(1) Are they authorized dealers?	N		☐ Yes	□No
(2) What process was used in selecting a service vendor				
(3) What are the hourly rates being charged?				
(a) Are discounts given on parts?		7	☐ Yes	□No
(4) Has the command shopped for the most cost effective	e vendors?		☐ Yes	□No
(5) Does the Area constantly change vendors, or work or long-term relationships?	ut problems in order to maintain	good	☐Yes	□No
(6) Does the AT adhere to policy in HPM 11.2, Materials	Management Manual, when ma	king purchases?	☐ Yes	□ No
b. If vehicle availability has been a problem, has Area experi	mented with weekend maintena	nce?	☐ Yes	☐ No
(1) What percentage of the fleet is needed on weekends'	?			
(2) Are there shortages of vehicles on Mondays?			☐ Yes	□No
(3) If more than one AT, are their hours/days scheduled	nost effectively?		☐Yes	□No
(a) Is overtime needed for maximum enforcement pe	eriods?		☐ Yes	□No
(d) to ordinate the maximum amoretises per			☐ Yes	□No
c. Are provisions adequate to ensure regular washing of veh	icles?	1		
	icles?			

STATE OF CALIFORNIA ,
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) Page 3 of 10

FLEET MANAGEMENT	
CHP 453F (Rev. 6-06) OPI 009	

			Destroy Pr	revious Editions			
(	(1)	Is FOS provided 30-45 days	s advance notice?			☐ Yes	□ No
)							
U, I	I IUW		/	<del>/</del>			
<u> </u>	Hove	does the Area project run d	outs?				
		(a) If so, how does it effec	(mileage averaging?		<del>\</del>		
				nogram:	<del>\</del>		
	(2)	Does the Area have a "pers	nat is required? sonalized vehicle assignment" p	orogram?		☐ Yes	□ No
	(1) 			ionity in vehicle ass	- Iganosto	Yes	□ No
	/4\	Do field supervisors and of	ficers understand their responsi	ihility in vehicle acc	anments?	□Yes	□No
b.	Hov	v are adjustments to mileage	e accomplished?				
			be made to accomplish this?			☐ Yes	□No
	(2)		ead of odometer readings so the	at vehicles are run	out at regular intervals?	Yes	□ No
	(1)		same order they are received?		N/A	☐ Yes	□ No
			sure equitable mileage accumu	lation on all vehicle	987	Yes	□ No
		GE MANAGEMENT		8/27/2009	None	N/A	
-			ace to check vehicles for defect	EVALUATED	ACTION REQUIRED	CORRECTED	
			kept? San Diego Area retains		ourouito?	✓ Yes	□No
		(c) Is this system effective		4) <i>E</i> 1		✓ Yes	□ No
			he report form and indicate wha	it has been done?		✓ Yes	□ No
			a vehicle is safe after repair or		sy San Diego Area automo		
			made with the San Diego Area				
	(1)		re a vehicle unsafe for patrol?				aced out of
d.	Но	w do officers report defective	e equipment? Defects are rep	orted to the on-duty	y supervisor and logged into	the CHP 33 b	ook.
	(6)	Is there any other program	that can be of assistance in wa	shing cars?		☐Yes	☑ No
•	(5)	Does the Area have a mai	ntenance worker or janitor wash	n cars?		☐ Yes	₽ No
	(4)	Are vehicles being excess	ively washed or detailed?			Yes	☑ No
<u></u> <del></del>	(3)	Is there more than one car	wash facility available?			✓ Yes	□No
		(a) Is excessive officer tir	ne used to wash vehicles?			☐ Yes	₽ No
	(2)	Is the Area's vehicle wash	ing procedure practical and eco	nomical?		☑ Yes	□No

c453f606.pdf

### FLEET MANAGEMENT

\(\text{\text{1.5}}\)		/ 0		
(2) What has been the condition of vehicles returned to F	FOS?	N/A		
				v
(3) Are the right equipment options completed?			☐Yes	□ No
AUTOMOTIVE WORK AREA/EQUIPMENT	evaluated 8/27/2009	None	CORRECTED N/A	
a. Is there adequate space and comfort in the AT office?		NA	☐Yes	□No
(1) Is the office arranged neatly, and are all bulletins and	manuals current?	<u></u>	Yes	□No
(2) Does the AT maintain a service and flat rate manual?	>		☐Yes	□No
b. Is the space for working on vehicles adequate?			☐Yes	□No
(1) Is it clean and organized?			☐ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, f	Fleet Operations Manual, (	Chapter 6?	☐Yes	□No
(1) Is there an inventory?			☐Yes	□No
(a) When was it last checked?			☐ Yes	□No
(2) Are the tools located where they can be easily access	sed by the AT when workir	ng on vehicles?	☐ Yes	□No
(a) Are they clean and properly maintained?			☐ Yes	□No
(b) Is there security for the tools when the AT is not p	present?		☐ Yes	□No
(c) Who has access to the tools?			☐Yes	□No
d. Does the AT have the equipment necessary to perform all	required tasks?		☐Yes	□No
(1) If not, has it been budgeted for and/or ordered?			☐ Yes	□No
e. Is the equipment neat, clean and in good repair?			☐ Yes	□No
(1) Have replacements been planned and budgeted for?			☐Yes	□No
f. Are there additional tools or items of equipment needed?			Yes	□No
(1) Could the AT be more effective if they were available	?	4	☐Yes	□No
(2) Can they and/or have they been requisitioned or requ	ested?	<del>-</del>	Yes	□No
TIRES, PARTS AND SUPPLIES	8/27/2009	ACTION REQUIRED  None	CORRECTED N/A	
a. Is the space provided for parts and supplies adequate?		V/A	Yes	□No
(1) If not, can more space be provided?		-	☐ Yes	□ No
(2) Is the space neatly and logically organized?			☐Yes	□No
(3) Is there adequate security?			☐Yes	□No
(4) Who has access to the parts/supplies?	A.A.			
	· ·	\ .		
(5) Are batteries stored in a dry location, off the cement fl	loor?		Yes	□No
. Are automotive parts and supplies inventoried and maintai	ined in Fleet Focus (FF) a	s required?	Yes	□ No

#### FLEET MANAGEMENT

- 7			
ی د	Are reasonable numbers of parts/supplies stocked?	□Yes	□No
	(1) Are there obsolete parts on hand?	Yes	□No
d	Does Area stock parts/supplies purchased by the Department, and provide them to the endor for installation?	Yes	□No
e.	Are adequate records maintained for tires, and are all tires accounted for?	Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	Yes	□No
	(2) Are proper guidelines in place for record keeping?	□Yes	□No
	(a) Are records reviewed by management?	Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	☐Yes	□No
	(a) How are tires stored?		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	□No
	(6) Does it appear tires are being replaced prematurely?	□Yes	□No
	(7) Are adequate records maintained for used tires?	☐Yes	□No
:	(a) Is the disposition of used tires within policy?	Yes	□No
f.	How are old tires/batteries disposed of?  (1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	□Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	□No
	(3) Are the provisions of any tire or battery disposal contract being met?	☐ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	☐ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	☐Yes	□No
	(1) Who conducted the count?		
FU	EL DISPENSING FACILITY  EVALUATED  8/27/2009  None	CORRECTED N/A	)
	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	Yes	☑ No
а.	COMMINION		
a.	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Otay M		es not have a

### FLEET MANAGEMENT

CHP 453F (Rev. 6-00) CF1 003	
(2) Is there a written policy, and is it complied with?	☐ Yes ☐ No
b. Is the fuel island clean and neat?	Yes No
(1) Does it need repair or painting?	☐ Yes ☐ No
(2) Are fuel, water and air hoses in good repair?	☐ Yes ☐ No
(3) Is the break-away coupler installed?	☐ Yes ☐ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes ☐ No
(5) is there a clean oil storage rack?	☐ Yes ☐ No
(6) Is the lighting adequate?	☐ Yes ☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes ☐ No
(8) Have problems been reported to Facilities Section?	☐ Yes ☐ No
c. Is there an adequate amount of supplies available to officers?	☐ Yes ☐ No
d. Who fuels the vehicles?	
(1) Are fluids and tires checked during fueling?	☐ Yes ☐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes ☐ No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes ☐ No
(2) Who has access to the keys to lock the meters and the storage tank?	
(3) Is gasoline measured before and after deliveries?	☐ Yes ☐ No
f. What method is used to log fuel and oil used in individual vehicles?	
(1) Are records maintained as required?	☐ Yes ☐ No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes ☐ No
(1) When was the pump meter last checked for accuracy?	
h. Is there a contract for fuel?	☐ Yes ☐ No
(1) How often is the fuel supply replenished?	
(2) At what level is it refilled?	
How does the Area secure the fuel pumps when they are not in use?	
(1) Is the system adequate?	☐ Yes ☐ No
(2) Is it utilized by all personnel?	☐ Yes ☐ No

#### FLEET MANAGEMENT

8. JAFETY	EVALUATED 8/27/2009	ACTION REQUIRED None	CORRECTED N/A	
a. Does the Area conduct an inspection of the facility t			√ Yes	□No
(1) Are the AT's work areas inspected?	-	XIA	Yes	□No
b. Are there possible unsafe conditions within the AT's	work areas?		Yes	□No
(1) Is the shop floor clean and free of any spills?			☐Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐Yes	□No
(3) Are fire extinguishers charged, inspected and c	f the proper type?		☐Yes	□ No
(4) Are any batteries leaking or stored improperly?			□Yes	□No
(5) Are there loose items on the floor?			☐Yes	□No
(6) Is the bench grinder firmly affixed, and are ther	e safety glasses available?		☐ Yes	□ No
(a) Are they worn by the AT?			☐Yes	□No
(7) Is the battery charger in a safe place?			□Yes	□No
(8) Are masks available for AT's to wear when sen	vicing brakes?		☐Yes	□No
(a) If yes, are they worn?			☐Yes	□No
(9) Are jack stands properly utilized?			☐Yes	□No
c. What is the Area occupational safety record as it re	ates to fleet management? N	o injuries recorded.		
(1) Have any injuries been prevented with an impro	oved safety awareness program		Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	8/27/2009	ACTION REQUIRED None	CORRECTE N/A	·
a. Are fleet records logically filed?		XIA	□Yes	□No
(1) Are they conveniently located and available to	he AT and supervisor?		☐Yes	□ No
(2) Do files contain all required documents?		· · · · · · · · · · · · · · · · · · ·	☐Yes	□ No
(a) If documents are not in files, where are the	y located?			
b. Do the Fleet Focus (FF) documents comply with the	instructions in HPM 31.1, Flee	et Operations Manual?	☐ Yes	□No
(1) Are documents legible and complete?			☐ Yes	□ No
(2) Who reviews the FF reports?				
(3) How is the information used in Area's fleet adm	inistration?			
c. Is the CHP 424 current?		1	□Yes	□No
(1) Does the CHP 424 reveal any unusual repair page 1	atterns or duplicate services?		☐Yes	☐ No

### FLEET MANAGEMENT

0.11 100. (1.0.1.0.1)				
(2) Have required services been done at the proper milea	ge?	NIA	Yes	□ No
d. Is the Area using the most effective and economical metho	d of repairing/maintaining	the fleet?	Yes	□No
(1) Are hourly rates in line with prevailing rates?			□Yes	□No
(2) Does the AT refer to manuals for invoice cost informati	ion?		Yes	□No
(3) Is work being done by vendors that should be done by	the AT?		☐Yes	□No
(4) Are there any warranty problems?			☐Yes	□No
(a) If so, are they being resolved?			☐Yes	□No
(5) Is the credit card being used in lieu of an invoice?			☐Yes	□No
(6) Does the commander or his/her designee review and/o	or approve invoices?		□Yes	□No
(a) If so, is there a threshold limit, and how is the appr	oval indicated on the invo	sice?		
e. Do invoices indicate parts are being supplied by the CHP?		/	☐ Yes	□ No
(1) If parts are on invoices, does the vendor give a discou			☐ Yes	□No
f. Are fleet operations bulletins maintained and accessible to			☐ Yes	□No
1v. CONDITION OF THE FLEET	EVALUATED 8/27/2009	ACTION REQUIRED	CORRECTED N/A	)
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide			☐ Yes	☑ No
(1) Have any unauthorized modifications been made on v			☐Yes	☑ No
	EVALUATED	ACTION REQUIRED	CORRECTE	D
11. MOTORCYCLES	8/27/2009	None	N/A ☐ Yes	□No
a. Is the Area commander involved and kept informed of motor		V.10	Yes	□ No
(1) Are the program objectives clearly understood by the c		ors? ////		***************************************
(2) Does the Area have an up-to-date SOP relating to mot		2 11 12 12	Yes	□ No
b. Are motorcycles being deployed in conformance with depa			Yes	□ No
(1) Are motorcycles being used on beats with predominan	ntly high speed problems?		Yes	□ No
(2) Are motorcycles used for special duty officer transport			Yes	□ No
(3) Are motorcycles parked at the Area office during vacat	tions and extended days	off?	Yes	□ No
c. Are Fleet Operations Bulletins pertaining to motorcycles file	ed together?		☐ Yes	□ No
(1) What system is in place to verify understanding and co	ompliance?	· • • • • • • • • • • • • • • • • • • •		
		9		
(2) Are Bulletins discussed with riders?			Yes	□ No
		. 1		

#### FLEET MANAGEMENT

1P 453F (Rev. 6-06) OFF 009	
(1) Is there a Defensive Rider Program?	☐ Yes ☐ No
(2) Is there a sufficient number of CMTOs?	Yes No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes ☐ No
(a) Are mandatory exercises being conducted?	☐ Yes ☐ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes ☐ No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	☐ Yes ☐ No
(2) Is the repair person proficient?	☐ Yes ☐ No
(3) Is service available on weekends?	☐ Yes ☐ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes ☐ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes ☐ No
(6) Are any repairs being done by riders?	Yes No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes ☐ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes ☐ No
. Is there adequate space to park and/or store motorcycles?	☐ Yes ☐ No
(1) Is safety compromised?	☐ Yes ☐ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes ☐ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes ☐ No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes ☐ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes ☐ No
(a) Has it been inspected and approved?	☐ Yes ☐ No
(b) Are records of the approval on file?	☐ Yes ☐ No
. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes ☐ No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes ☐ No
(2) Is there ample supply available?	☐ Yes ☐ No
(3) Are spare tires available?	☐ Yes ☐ No
(4) Is a battery charger available?	☐ Yes ☐ No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

CHP -	453F	(Rev.	6-06)	OPI	009

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	(5) Is there security and an accurate inventory kept?	☐ Yes ☐ No
i.	. What arrangements have been made for servicing and repairing motorcycles?	
·	(1) Is it satisfactory and cost effective?	☐ Yes ☐ No
	(2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes ☐ No
******	(3) How is repair work verified?	
·	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs	Yes No
	(a) Is a supervisor's permission required?	Yes No
	(b) Is there a SOP covering this aspect of motorcycle operation?	Yes No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?	
	(6) Does the Area have a motorcycle trailer?	☐ Yes ☐ No
	(a) How often is it used?	
	(b) If one is not available, has Area budgeted for one?	☐ Yes ☐ No
	Are vehicle files logically kept and up-to-date?	☐ Yes ☐ No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes ☐ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes ☐ No
	(3) Is service up-do-date?	☐ Yes ☐ No
k.	. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☐ Yes ☐ No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	Yes No
	(2) Are the forms filed for the life of the motorcycle?	☐ Yes ☐ No
1.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	the Yes No

The Otay Mesa Inspection Facility (I. F.) has two vehicles (one Commander's, and one federally funded) assigned to its facility. These vehicles are serviced and maintained by the San Diego Area automotive technician. Additionally Otay Mesa I. F. is normally provided one loaner black/white patrol vehicle from the San Diego Area. However, routine maintenance, inspections, and approval of invoices are completed by the San Diego Area command. Otay Mesa I. F. does not receive invoices for repairs or services for the commander's or federally funded vehicle since San Diego Area initiates services and repairs thru their vendors.

# Area Management Evaluation Fleet Management

## Otay Mesa Inspection Facility (and Tecate Scales)

#### 1. AREA ADMINISTRATION

The Otay Mesa Inspection Facility has two vehicles assigned to the command. One, the commander's vehicle and one, federally funded commercial vehicle. Additionally, the San Diego Area loans the facility one black/white enforcement vehicle for commercial enforcement. San Diego Area automotive technician performs all maintenance, repairs, and approves, processes all invoices.

#### 2. VEHICLE USE

- c. Otay Mesa has only one vehicle (commander's vehicle) that falls under the guidelines established in HPM 31.1. The commander responds to emergency calls outside of scheduled work hours.
- d. Although Otay Mesa did not have any requests for ride-alongs from the public in 2008, they have in past years. All ride-alongs are approved as permitted by policy in G.O. 100.42.

#### 3. SERVICE ARRANGEMENTS

- a. Since San Diego Area performs all repairs and maintenance of the facility's vehicles, this section will be deferred to the audit conducted for the San Diego Area.
- c. Otay Mesa personnel routinely wash vehicles when refueling at local gas stations for a nominal fee.

#### 4. MILEAGE MANAGEMENT

a. Otay Mesa supervision is involved in the assignment of available vehicles. With the limited number of vehicles and the extended travel from Otay Mesa to/from Tecate scales, equity mileage accumulation is not a factor.

#### 5. AUTOMOTIVE WORK AREA/EQUIPMENT

Not applicable.

#### 6. TIRES, PARTS AND SUPPLIES

Not applicable.

## 7. FUEL DISPENSING FACILITY

Not applicable.

### 8. SAFETY

Not applicable.

## 9. VEHICLE RECORD AND MAINTENANCE

Not applicable.

## 10. CONDITION OF FLEET

Not applicable.

### 11. MOTORCYCLES

Not applicable.